



Bob Holden  
Governor

**DIVISION OF WORKFORCE DEVELOPMENT**

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Director

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Director

May 25, 2004

DWD ISSUANCE 04-03

Subject: Program Year 2004 (PY '04)/Fiscal Year 2005 (FY '05) Career Assistance Program (CAP) Allocations to Local Workforce Investment Boards (LWIBs).

1. Purpose: To provide funding information for completion of the Planning Budget Summaries for the Local Workforce Investment Area for PY '04/FY '05 CAP funding.

2. Substance: **Attachment 1** provides the PY '04/FY '05 CAP and state of Missouri General Revenue (GR) fund allocations.

**Attachments 2 and 3** are revised Planning Budget Summaries for CAP and GR funds to be used to budget funds included in this issuance.

3. Action: This information should be used to develop the Planning Budget Summaries for funding as identified and included in Attachment 1. ***The LWIB should prepare and submit Planning Budget Summaries as soon as possible. A fully signed contract agreement or contract revision including these funds and approved Planning Budget Summaries must be on file with Division of Workforce Development (DWD) before the release of requested funds by DWD.***

The LWIB is reminded that for any budget line item transfer requested, such transfer may be made on the Contract Progress Report with the original signature approval of the LWIB Chairperson.

4.     Contact:       Please contact Rita Holtmeyer at (573) 751-5219 if you have any questions regarding the calculation of the PY '04/FY '05 CAP allocation

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Rick Beasley, Director

RB/RH

Attachments

c:     DWD Administration Group  
       DWD Central Office Managers  
       Regional Managers  
       WIB Chairs  
       WIB Contacts